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19 JUL 1968

*Meetings
Minutes*

MINUTES

DD/S STAFF MEETING

16 July 1968 - 1030 Hours

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2. Records Management Program

Mr. Bannerman said that a briefing on the Agency records problem had been presented at a meeting of the Deputies. There has been a sharp increase in the number of records being created, and a hard look will be taken at records now in storage to try and reduce their volume. This review will concentrate especially on the 40% of records holdings which are considered to be dead records without disposal schedules. In addition, a Records Management Board will be created, to be chaired by [redacted] with representatives from each directorate. This Board will develop a positive records program, including attention to the creation and origin of records. The Board will report within 30 days on how it proposes to attack the problem of the records now in storage.

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3. Proposed Regulations, Notices, etc.

Mr. Coffey commented that in line with Mr. Bannerman's remarks above we should be particularly careful not to create records if we don't need them. He said that many proposals for the publication of regulations, notices, bulletins, etc. are being questioned as to their length, content, and need. If it is necessary to publish a regulation, it should be clear, concise and written for the benefit of the reader -- not for the benefit of the writer. Mr. Bannerman commented that he wants Office Heads to question such proposals when they are presented to them.

4. Space Survey

Mr. Bannerman noted that this survey is now under way. The report to be produced will serve as a basis for an overall

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5. Annual Report to the President's Foreign Intelligence Advisory Board

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[redacted] explained that some of the Support offices normally contribute to this report, and that [redacted] pulls together component submissions for the final report. Deadline for office submissions is 26 August 1968.

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6. BALPA Ceiling

The Executive Director has approved the transfer of BALPA ceiling for Phase I on-going functions transferred back to Headquarters. The DD/S feels that we did very well in this area, thanks to the efforts of [redacted] and others who worked on the problem. We also received some ceiling against FY 1969 increases.

7. Cost-of-Living Increase to CIA Retirement Act

The DD/S said that Admiral Taylor and other officers will appear before the full House Armed Services Committee on 17 July in connection with our bill on this subject. Chances for approval look better.

8. Appropriations Hearings

The Director will appear before the Senate sub-committees this afternoon.

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9. Around the Table



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b. [redacted]

Presented some FY 1968 statistics: 20,000 interviews resulted in 6,000 files, and the placing of [redacted] applicants in process. [redacted] new employees entered on duty. During the fiscal year 93 employees retired under the CIA system and 171 retired under the Civil Service system.

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Mr. Bannerman noted that credit was due to Messrs. [redacted] for the favorable BoB decisions on IAS pool figures, etc., in connection with the Agency FY '69 ceiling figure.

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c. Dr. Tietjen:

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[redacted] is back on the Medical Staff after completing his training.

Met with a representative from Ft. Holabird on selection procedures; this was done at the request of ACSI.

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[redacted]

Two CIA representatives at the Naval War College have expressed the need for better Agency briefings at the College. It is probable that the War College may invite a speaker from the DCI's office for next year's program.

OTR is still reviewing future use [redacted] with TSD.

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The Brookings Institution Conference for Business Executives, open to GS-16's and above, needs further nominees prior to the 26 July deadline.

The DD/P is proposing Quality Step Increases for those taking Vietnamese language training.

The DD/P has expressed considerable interest in an advanced operations course, to include the management of operations, etc.

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Colonel White has asked that OTR secure copies of theses written by CIA students attending senior schools in prior years.

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e. [redacted]

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The SIG review of BALPA II has been postponed until early August. The Agency is in good shape, and [redacted] will be reviewing the entire matter with Mr. Hurley/BoB in the next day or two. Hurley is particularly interested in the communications problem.

10. The meeting adjourned at 1118 hours.

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[redacted]
Special Assistant to the
Deputy Director for Support

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